

PLANNED DAILY ACTIVITIES AND ROUTINES

COURSE WORKBOOK

For

Childcare Providers, Daycare Operators,
Crèche Managers, Nursery Owners and
anyone interested in setting up a
Childcare Business.

Powered by:

Kiddies Lounge Childcare Enterprise



COURSE CONTENT

Lesson 1: Why it matters

Lesson 2: What is a Structured Schedule?

Lesson 3: What is a Routine?

Lesson 4: Why Schedules and Routines are Important

Lesson 5: Things to consider in Daily Schedule Planning

Lesson 6: Daily Schedule: Standards and Best Practices

Lesson 7: Infant/Toddler Daily Schedule Planning Guide

Lesson 8: Sample Infant and Toddler Daily Schedule

Lesson 9: Planning for Infants and Toddlers: Key Points to Note

Lesson 10: When things go wrong

LESSON 3:

WHAT IS A ROUTINE?

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LESSON 4:

WHY ARE SCHEDULES AND ROUTINES IMPORTANT?

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LESSON 6:

DAILY SCHEDULE:

STANDARDS AND BEST PRACTICES

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CHILDCARE PROVIDERS WORKSHEET 1

List out your daily routines and Jot down the steps needed to complete them.

S/N	ROUTINE	STEPS TAKEN
1	Group Time	Sit in a Circle, Look at pictures from book, read a story, ask and answer questions about the story.
2		
3		
4		
5		

LESSON 8:

INFANT AND TODDLER SAMPLE DAILY SCHEDULE

A SAMPLE INFANT DAILY SCHEDULE

7:00 - 8:30am	Arrival/Free Play
8:30 - 9:15am	Breakfast/Diapering
9:15 - 11:30am	Rest Time Educational Play
11:30 - 12:30pm	Diapering / Meal Time
12:30 - 2:30pm	Rest Time Educational Play
2:30 - 3:00pm	Diapering/snacks
3:00 - 5:00pm	Rest Time Educational Play
5:00 - 6:00pm	Meal Time/Diapering
6:00 - 7:00pm	Quiet Activities/Prepare for Departure

This is just a sample Infant daily schedule. Create yours based on your centre structure, your opening and closing time. Outdoor Play will be determined by the weather or the time the other toddlers and preschoolers go out.

A SAMPLE TODDLER DAILY SCHEDULE

7:00 - 8:30am	Arrival/Free Play
8:30 - 9:30am	Handwashing/Breakfast
9:30 - 10:00am	Group Time
10:00 - 10:30am	Toilet Training/handwashing
10:30 - 11:00am	Snack Time
11:00 - 12:00pm	Outdoor Play (Weather Permitting)
12:00 - 1:00pm	Handwashing/Lunch
1:00 - 2:00pm	Active Educational Activities
2:00 - 4:00pm	Nap time
4:00 - 4:30pm	Freshen up/Meal Time
4:30 - 5:30pm	Quiet Educational Activities
5:30 - 6:00pm	Prepare for Departure/free Play

This is just a sample. Create your own schedule based on your program structure.

LESSON 10:

WHEN THINGS GO WRONG:

A series of 15 horizontal lines for writing.

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CHILDCARE PROVIDERS WORKSHEET 2

Think about what can go wrong during your daily activity, possible causes and ways to minimize or eliminate the problem.

CHALLENGES	POSSIBLE CAUSES	SOLUTIONS
Group Time: Children get restless and lose interest during circle time.		